

THE WOODLANDS TOWNSHIP

BOARD OF DIRECTORS

WORKSHOP MEETING

MAY 19, 2011

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on May 19, 2011, posted to begin at 7:30 a.m. The workshop session was held in a meeting room at the Office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell, and Director Peggy Hausman

DIRECTORS ABSENT: None

STAFF/ADVISORS: Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations, and Mike Page, Legal Counsel

Call to Order:

Chairman Tough called the workshop session to order at 7:30 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

Consider and act upon adoption of the meeting agenda:

Chairman Tough called for a motion and second to adopt the agenda.

MOTION: Motion as stated by Secretary Hunter; second by Director Campbell

Board of Directors
Workshop Meeting
May 19, 2011

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Abstentions: None

Absent: None

ACTION: Motion passed unanimously (7-0).

Recognize Public Officials:

Chairman Tough recognized the following public officials:

- George Van Horn-Precinct 32 Chair and Vice President of Government Relations for Grogan's Mill Village Association
- Tom Conroy-President, MUD #2
- Steve Leahey-President, Village of Alden Bridge

The Public Official's Sign-In Sheet is attached hereto as Exhibit "A".

Public Comment:

The following individuals addressed the Board:

- Kathy Scoles-presented Board members with a book commemorating Alpha & Omega's 10th anniversary and thanked the Board for their support
- Tom Conroy-thanked the Board for their leadership and commented on the May 14, 2011 Board of Directors' election
- Tina Araujo-spoke about the Township's committee member selection process and officer determination

The Public Comment Roster is attached hereto as Exhibit "B".

POTENTIAL CONSENT AGENDA:

(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)

Receive, consider and act upon approval of the minutes of the April 21, 2011 Board Workshop and April 27, 2011 Regular Board Meeting of the Board of Directors of The Woodlands Township;

Chairman Tough asked the Board to review the minutes in preparation for the May 25, 2011 regular Board meeting. There were no corrections to the minutes. This item will be brought forward to the May 25, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon authorizing the annual destruction of records under an approved records retention schedule;

Monique Sharp presented a summary of this item with a recommendation that the Board authorize the destruction of records documented on the Records Disposition List dated May 25, 2011 pursuant to the Township's records retention schedule. Board discussion followed. This item will be brought forward to the May 25, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon a sponsorship agreement with Nike Team Nationals;

John Powers presented a summary of this item with a recommendation that the Board authorize the President/General Manager to execute the Sponsorship Agreement between Nike USA, Inc., The Woodlands High School Boys Cross Country Booster Club and The Woodlands Township. Board discussion followed. This item will be brought forward to the May 25, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon approval of authorizing the use of an independent contractor for park and pathway maintenance contract quality inspection;

John Powers presented a summary of this item with a recommendation that the Board authorize the President/General Manager to utilize an independent contractor for park and pathway maintenance contract quality inspections for up to one year for an amount not to exceed \$70,000. Board discussion followed. This item will be brought forward to the May 25, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon revisions to the Parks and Recreation 2011 Capital Projects Schedule;

John Powers presented a summary of this item with a recommendation that the Board approve the revisions to the 2011 Parks and Recreation Capital Projects list for the scope of the Lake Robbins project to include the drive alignment between Market Street and Cynthia Woods Mitchell Pavilion with the same conditions, and give authorization as mentioned in the Executive Summary to the President/General Manager, as approved by the Board on January 20, 2011. Robert Heineman, The Woodlands Land Development Company, provided additional clarification on this item. Board discussion followed. It was the decision of the Board to remove this item from the Consent Agenda and place it on the Regular Agenda at the May 25, 2011 regular Board meeting for further consideration and action.

BRIEFINGS:

Receive and consider a presentation regarding the Grand Parkway;

Miles McKinney was called on to introduce Mr. David Gornet, Executive Director of the Grand Parkway Association. Mr. Gornet provided handout material to the Board and then presented an update on the schedule of activities for the GrandParkway. Board discussion followed. This item was for information sharing only.

Handout material is attached hereto as Exhibit "C".

Receive and consider an update regarding the Governance Planning Process for The Woodlands;

Karen Dempsey presented an update on the status of activities involved in the Governance Planning Process, outlining ongoing work by Partners for Strategic Action, including communication with the public through a second article to be published in the July 2011 issue of *The Woodlands Community Magazine*,

stakeholder interviews and focus group meetings to begin this summer, and solicitation of professional firms that specialize in financial analysis with a recommendation to come before the Board in June. This item was for information sharing only.

A copy of the Executive Summary for the above item is attached hereto as Exhibit "D".

Receive and consider a presentation by Fire Chief Alan Benson regarding emergency preparedness;

Chief Benson provided handout material to the Board and then used a PowerPoint presentation to review the action plan that The Woodlands Township would follow should an emergency such as a tornado, hurricane, etc. occur. Board discussion followed. This item was for information sharing only.

A copy of The Woodlands Township Hurricane Action Plan is attached hereto as Exhibit "E".

The Board took a short break at 8:55 a.m. and then reconvened in Public Session at 9:08 a.m.

POTENTIAL REGULAR AGENDA:

(This agenda consists of items that will be placed on the Regular Agenda at the next Board of Directors' meeting.)

Receive, consider and act upon changes to the trolley route in The Woodlands Town Center;

Miles McKinney presented a summary of this item with a recommendation that the Board consider approval of The Goodman Corporation's proposal for added trolley service to incorporate an area immediately west of Grogan's Mill Road on Lake Robbins Drive (ending at the Waterway) to the current Trolley Town Center circulator route, and authorize the President/General Manager to execute an agreement with The Brazos Transit District to implement the expanded trolley service. Bryan Brown, The Goodman Corporation, provided additional clarification on this item. Board discussion followed. This item will be brought forward to the May 25, 2011 regular Board meeting under the Regular Agenda for further consideration and action.

Receive, consider and act upon an update regarding the Grogan's Mill pedestrian bridge;

John Powers provided a summary of this item with a recommendation that the Board authorize staff to proceed with development of the necessary documentation to place the bridge into the ownership of The Woodlands Township and direct that the final transfer documents be returned to the Board of Directors for final consideration. Board discussion followed. This item will be brought forward to the May 25, 2011 regular Board meeting under the Regular Agenda for further consideration and action.

Receive, consider and act upon recommendations from solid waste consultant and staff regarding solid waste bidders;

John Powers provided a summary of this item with a recommendation that the Board authorize the President/General Manager to develop a Solid Waste Collection, Disposal and Recycling Services contract with Waste Management of Texas, Inc. based on the service combination of Option A (95-gallon solid waste cart and 95-gallon recycling cart) and return to the Board for final approval and award of proposal; and authorize up to 2% of the annual contract amount for additional staff resources or contracted services to assist with the transition of carts and bins and with quality control and supervision to manage the performance of the contractor. Lynne Aldrich, Environmental Services Manager for The Woodlands Township, was present to answer questions and provide clarification. Board discussion

followed. This item will be brought forward to the May 25, 2011 regular Board meeting under the Regular Agenda for further consideration and action.

Receive, consider and act upon award of proposal for concession services at Bear Branch Sports Park;

John Powers presented a summary of this item with a recommendation that the Board accept the bid from Koldo Gourmet in the amount of \$11,000 per year to provide concession services at Bear Branch Sportfields and authorize the President/General Manager to execute a Concession Agreement. Board discussion followed. It was the decision of the Board to place this item on the Consent Agenda for the May 25, 2011 regular Board meeting.

Recess the regular meeting of the Board of Directors;

Chairman Tough recessed the regular meeting of the Board at 10:40 a.m. Director Campbell raised a point of order and expressed that the Board should not conduct a Public Hearing at the Board Workshop meeting, but rather should wait to conduct a Public Hearing at the regular Board meeting on May 25, 2011 concerning an amendment to Order No. 020-09 regarding swimming pool fees. After consulting with legal counsel, Mike Page, and President/General Manager of The Woodlands Township, Don Norrell, it was determined that a Public Hearing on the matter stated will be conducted at the May 25, 2011 Board of Directors regular meeting.

The Board then reconvened at 10:42 a.m. Chairman Tough called on John Powers to clarify the reason behind the need to conduct a Public Hearing on the amendment of Order No. 020-09. Mr. Powers explained that a Public Hearing should have been conducted at the January 26, 2011 regular Board meeting when the Board originally approved the 2011 pool fees and operating schedule. This was a procedural oversight that will be corrected at the May 25, 2011 regular Board meeting.

Receive, consider and act upon award of bids for 9012 New Trails;

Chairman Tough informed the Board that this item will be discussed at the May 25, 2011 Board of Directors meeting.

CLOSED MEETING (if applicable);

Recess at 10:43 a.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;

Reconvene in Public Session at 11:10 a.m.;

Chairman Tough announced that it would not be necessary to take action at this time on any matters discussed in Executive Session.

ADMINISTRATIVE REPORTS;

Community Services: presented by John Powers

- *Watch Talk Wednesday* program on May 25; guest speaker will be Montgomery County District Attorney Brett Ligon who will answer questions about what happens once an individual is arrested and charged with a crime;

- Good Neighbor Day planned for the Village of Creekside Park on Marical Place, Saturday, June 4 from 4:00 p.m. to 5:30 p.m.;
- Law Enforcement/Safety Days to be conducted at McCullough Jr. High on May 19 and 20; Senior Medical Lecture Series lunch at Copperwood Apartments on May 27 from 10:00 a.m. to 1:00 p.m.; Emergency Preparedness Community Event will be held on Saturday, June 18 at The Woodlands Township Service Center from 9:00 a.m. to noon;
- Clark Condon Associates is continuing their work on the sports fields, competitive swimming and parks, pools and amenities study. Web based community survey concludes May 19 with a presentation of the initial findings and recommendations tentatively scheduled for the June 22 Board meeting;
- CB&I Tri was held on May 7 and Memorial Hermann Ironman Texas will be Saturday, May 21
- First Amendment to the Host Venue Sponsorship Agreement with World Triathlon Corporation will be executed this week;
- Volunteers are being recruited to make applications for appointment to the Development Standards Committee until June 3;
- Web based community survey is being conducted for the Sawmill Park renovation project through June 2;
- Community Involvement Day planned for June 11 for Golden Sage neighborhood in the Village of Cochran's Crossing;
- Swimming Pool Season opening weekend was last weekend; Bear Branch pool is open weekdays through June 2; all other pools open June 3

Community Policing: presented by Marian Leck

- National Police Week observed May 15-21, 2011
- 235 law enforcement personnel contracted to help during the Ironman Texas event
- Statistical information-correction on number of homicides reported—the number should read "0"
- Update on Drug Enforcement Agency (DEA) Take Back Program
- Overtime related to May graduations

The Woodlands Fire Department: presented by Fire Chief Alan Benson

- Hiring additional staff in July
- Burn ban still in effect
- Update on construction projects: Fire Stations # 7 and #8 are ahead of schedule; construction on Central Fire Station is starting
- 3 rescue boats used during the Ironman Texas event

The Woodlands Convention & Visitors Bureau: presented by Nick Wolda

- Update on upcoming events: Memorial Day, Waterway Nights, Movie Nights, Wine & Food Week, Fourth of July
- New website, Spring/Summer 2011 Discovery Guides are available
- Texas Travel & Tourism Week observed May 7-15, 2011

DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:

Consideration of items to be placed on the agenda for next month's meeting:

- None

Board announcements:

- Treasurer Robb informed the Chair that he will arrive late to the May 25 meeting

Public comment; and

- None

Adjourn

As there was no further business to discuss, Chairman Tough called for a motion and second to adjourn the meeting at 11:29 a.m.

MOTION: Motion by Secretary Hunter; second by Director Campbell

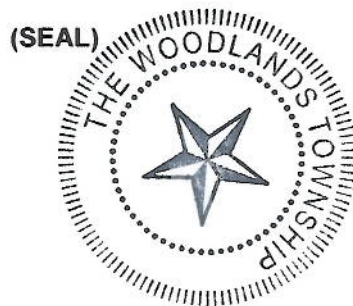
VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Abstentions: None

Absent: None

ACTION: Motion passed unanimously (7-0).





Claude Hunter
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

EXHIBIT "C"

EXHIBIT "D"

EXHIBIT "E"

***To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**